Associated Students of Western Washington University
AS Publicity Center
Graphics Production Coordinator

About the Position
The PC Graphics Production Coordinator is responsible for preparation of digital files for production on large and medium-format inkjet printers, assisting the graphic designers with file preparation for a variety of uses and maintaining production equipment.

Position Classification
Coordinators provide programming for the AS as a whole and facilitate events, offices and groups throughout the Western community. Coordinators report to department directors or supervisors. Specific duties include but are not limited to: event programming, departmental budget authority, coordinating specific office functions, performing administrative work, supervising assistant coordinators, promoting office and events, and maintaining and updating programming resources for the department.

About the Department
The AS Publicity Center (PC) provides promotional services such as graphic design, printing, reproduction, media coordination, distribution, photography, and coverage in The AS Review to students, student organizations, and some campus departments.

Terms of Position
This is a three quarter position. This position starts the Monday two weeks before the start of classes fall quarter and ends the Friday of finals week the following spring quarter. This position works an average of 00 hours per week. The position holder may work more some weeks and less other weeks depending on the office’s needs. The position holder is neither required nor expected to work during intersession, winter break or spring break.

AS Employment Qualifications
- Maintain a minimum credit load throughout term of position of 6 credits for undergraduates and 4 credits for graduates.
- Maintain a minimum of a 2.00 cumulative grade point average.
- Ability to complete the entire term of the position.

Preferred Qualifications
- Organizational and time management skills
- Ability to communicate and work effectively with a wide variety of people on Western’s campus and in the Bellingham community.
- Ability to work collaboratively with multiple people and organizations
- Ability to work within deadlines and problem solve.
• Basic knowledge of department and position specific responsibilities.
• Working knowledge of Adobe Creative Suite.

AS Employment Responsibilities
• **Serve the membership of the Associated Students in a professional and ethical manner** by:
  • Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards.
  • Attending all AS staff development events: pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments.
  • Being knowledgeable of the AS organization and its general operations.
  • Serving on search committees as designated by the AS Personnel Director.
• **Ensure the legacy of this position** by:
  • Working with supervisor and Personnel Director to revise and update position job description.
  • Working with the previous position holder to complete a minimum of 15 hours of unpaid internship as well as providing a 15 hour internship to the incoming position holder.
  • Developing and maintaining a legacy document as required by the AS Employment Policy.

Publicity Center Responsibilities
• **Provide Support to the Publicity Center** by:
  o Maintaining a minimum of 15 office hours per week coordinated with the Publicity Center Coordinator.
  o Attending periodic Publicity Center staff meetings.
  o Assisting with clients at front desk when needed.
  o Completing other duties as assigned.

Position Responsibilities
• **Ensure the timely production of materials** by:
  o Maintaining posted office hours.
  o Maintaining inventory of supplies.
  o Meeting daily production milestones assigned.
  o Reporting any material or equipment issues to the Publicity Center Coordinator.
• **Ensure files are prepared correctly for print** by:
  o Working with clients and/or design staff to inform them of specific requirements.
  o Sharing learned techniques with design staff.
• **Ensure that the AS 6th floor calendar is printed on time** by:
  o Coordinating with the AS Communications and Marketing Office for upcoming event information.
  o Laying out and printing slips for 6th floor calendar.
  o Delivering materials to the VU Information Coordinator on a regular schedule.
• **Ensure departmental development** by:
  o Monitoring and recommending emerging practices and products that may improve delivery of service.

Salary
This position will receive $6,006 per position term (approximately $299 twice per month).

**Reportage**

This position reports directly to Publicity Center Coordinator.

This job description is subject to change in accordance with the AS Employment Policy.
The Associated Students is an Equal Opportunity Employer.